

STATEWIDE  
*Arizona Air National Guard*  
Active Guard/Reserve (AGR) Announcement  
JOINT FORCES HEADQUARTERS/HRO  
5636 East McDowell Road, Bldg M5710  
Phoenix, Arizona 85008-3495  
PHONE (602) 629-4826: DSN 853-4826  
WEBSITE: //dema.az.gov/azng-human-resources

<b>ANNOUNCEMENT NUMBER:</b> 17-284A	<b>OPENING DATE:</b> 18-Jul-2017	<b>CLOSING DATE:</b> 1 Aug 17
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<b>POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:</b> Aviation Resource Management Specialist, GS-2101-09, SSgt/E5-TSgt/E6, MPCN: 009526130J
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<b>**Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.**</b>
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<b>APPOINTMENT FACTOR:</b> OFFICER <input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/>	<b>AFSC:</b> 1C0X2	<b>ASVAB:</b> A-41
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<b>LOCATION OF POSITION:</b> 162nd Wing, Tucson, Arizona
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<b>AREA OF CONSIDERATION:</b> This position is the Active Guard and Reserve Force and is <b>open to current members of the (All Units), Arizona Air National Guard.</b> Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. <b>PCS funds are authorized.</b> <b>NOTE:</b> This position is subject to rotating shifts, night shifts, weekends and holidays. <b>NOTE:</b> Must possess AFSC 1C0X2. <b>NOTE:</b> Must reside/PCS within the 162d Tier 2 commuting distance; approximately 50 miles
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**INSTRUCTIONS FOR APPLYING:**

**Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:**

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. *For Enlisted Members, documents MUST show your ASVAB scores.***
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

**The following documents are not required but strongly recommended for validation of experience/education:**

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

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#### **NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

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#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Describe your ability to effectively communicate both orally and in writing.
2. Describe your ability to plan, implement, and control all operational administrative aspects of aviation resource management.
3. Provide examples of your knowledge of local operating procedures, programs, policies, and practices and skill with interpreting and explaining regulations related to all facets of administering resources.
4. Describe your ability to coordinate matters with NGB, HQ MAJCOM, and/or service organizations staff personnel to obtain clarification or recommend changes to instructions or procedures.
5. Provide examples of your skills with the use of approved software programs that develop and implement unique applications to meet the specific needs of the unit

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**SPECIALIZED EXPERIENCE:** Must have 24 months experience administering regulations; planning, directing, controlling, and monitoring aviation resources.

**BRIEF JOB DESCRIPTION:** This position is located in the Air Operations Division of the 162d WG. The position must plan, schedule and supervise Aviation Resource Management System (ARMS) and aircrew and aircraft missions; maintain aviation information; review aircrew training mission accomplishment reports; analyze and summarize reports, policies and aviation resource data; develop and maintain aviation training profiles; monitor: aircrew flying time, flying hour utilization, entitlement to incentive pay, flight physicals, physiological training and aviation qualification requirements; inspect production and maintenance of flight records, reviews personnel action requests on aircrew members to determine the effect on flying status; manage files; facilitate aviation operation procedural changes with user and internal and external agencies; manage execution of ARM responsibilities as they pertain to deployed flying operations.

**SELECTING OFFICIAL:** Lt Col Collin Coatney

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